



## CORRECTIONS AND REHABILITATION, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	CORRECTIONS AND REHABILITATION, DEPARTMENT OF	<b>RELEASE DATE:</b>	Monday, March 8, 2010
<b>POSITION TITLE:</b>	Director, Facilities Management Division	<b>FINAL FILING DATE:</b>	Monday, April 12, 2010
<b>CEA LEVEL:</b>	CEA 4	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 9,018.00 - \$ 9,939.00 / Month	<b>BULLETIN ID:</b>	03082010_4

### POSITION DESCRIPTION

Under the administrative direction of the Chief Deputy Secretary, Facility Planning, Construction and Management, the Director, Facilities Management Division, manages the renovation, repair, and maintenance of facilities. The Director also directs the Department's leasing, energy, telecommunications infrastructure, and planning functions.

This position has oversight for the facilities management of 33 institutions including 41 million square feet that are essential to the operations for the Department in providing custody. In addition to the requirements of AB900 to address facility deficiencies and disrepair, court orders such as Armstrong, Coleman, Plata, and Perez have identified compliance issues with the Americans with Disabilities Act, health care facility requirements, and contracting requirements. The Director develops and implements facilities management policy and plans associated with providing for remedy to AB900 and court orders.

Duties include, but are not limited to:

- Administers guidelines to ensure the policies are applied consistently by providing direction to facilities management staff.
- Provides leadership to develop and implement policy initiatives and practices that are new in California State government. • Provides policy advice to CDCR management and Department of Finance concerning proposed legislation that may impact the delivery of real estate services by evaluating proposals and bills.
- Provides for a systematic and responsive planning process for repair, renovation and remodeling of prisons.
- Directs programs to ensure that facilities are energy efficient and equipped with reliable and cost-efficient telephone and radio systems.

- Oversees the management of facility projects including capital improvements and special repairs. Directs the development of project scopes, schedules, and budgets by developing operational standards and ensuring field compliance with policies and standards.
- Develops and implements policies and processes for the Division in order to be responsible and accountable for meeting the mission to deliver facilities management services.
- Represents the Senior Chief of Facilities, Construction and Management and the Chief Deputy Secretary at public meetings, in hearings before the Legislature, and at meetings with individual legislators, the Department of Finance, the Governor's Office staff, and other federal, state and local agencies.

## **MINIMUM QUALIFICATIONS**

Applicants must meet the following minimum qualifications:

### **Either I**

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

### **Or II**

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

### **Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

### **Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

## **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and

administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

1. Experience in the formulation and implementation of procedures, policies and programs related to the management of facility projects, including, but not limited to capital improvements and special repairs.
2. Experience demonstrating broad administrative and/or program manager experience with substantial participation in the formulation, implementation, operation and/or evaluation of program policies with emphasis in the area of facilities management.
3. Broad and extensive experience in the management and operational planning of a large and diverse program and knowledge of facilities management practices, principles, and methods.
4. Experience which demonstrates the ability to represent the Department and communicate effectively, both orally and in writing, with the Legislature, Governor's Office, executive management, institutional and program staff, and other state agencies.
5. Experience in public administration, personnel management, and leadership which demonstrates the ability to motivate staff and manage large groups; and knowledge of the Department's Equal Employment Opportunity (EEO) Program objectives and a manager's role in achieving an EEO workplace.

6. Managerial and administrative experience in program operations which includes substantial responsibility for a combination of management functions such as program planning, policy formulation, organization coordination and control, and fiscal and personnel management.

7. Ability to analyze complex problems, prescribe and initiate effective courses of action and develop and implement policies and procedures as appropriate.

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager III, Correctional Administrator, Department of Corrections, Deputy Regional Administrator, Youth Authority Administrator, or Juvenile Parole Administrator, including the implementation and/or evaluation of program policies. Experience which shall have demonstrated the ability to communicate with legislators, local governmental jurisdictions, and community and civic leaders. Experience in the development and implementation of policies and procedures.

### EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Director, Facilities Management Division**, with the **CORRECTIONS AND REHABILITATION, DEPARTMENT OF** . Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

This examination will consist of a review by an executive screening committee of the candidates' Statement of Qualifications that describes their experience, knowledge, and abilities as they relate to the desirable qualifications identified in the bulletin, using predetermined evaluation criteria. Each candidate will be notified in writing of the examination results.

### FILING INSTRUCTIONS

#### Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than four pages in length, in 12-font. In the Statement of Qualifications, the desirable qualifications **MUST** be addressed and numbered in the same order as is listed. **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.**
- Resumes do not take the place of the Statement of Qualifications.

**Applications must be submitted by the final filing date to:**

CORRECTIONS AND REHABILITATION, DEPARTMENT OF , OFFICE OF EXECUTIVE  
APPOINTMENTS

1515 S STREET, ROOM 108-N, SACRAMENTO, CA 95811  
VICKIANN TAPIA | (916) 445-9287 | vickiann.tapia@cdcr.ca.gov

**ADDITIONAL INFORMATION**

\*The monthly salary may include a pay differential. The amount of the differential is not subject to PERS retirement provisions during the first 12-consecutive pay periods of employment. The pay differential does become subject to PERS retirement provisions beginning the 13th month of consecutive employment.

**SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CORRECTIONS AND REHABILITATION, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>